

# **P**ark Prospector Square – Digital Permitting

## LONG TERM RESIDENTS OVERNIGHT PERMITS

Park Prospector Square long term residential overnight permits will now be digital and will replace current overnight stickers. All existing overnight permit holders **MUST** convert their orange stickers to a digital permit by September 30th, 2024. Failure to complete this will result in a parking violation. We will require proof of residency to be uploaded for all current and new overnight permit holders. This can be in the form of a utility bill for a valid Prospector Square resident address. Once accepted by Park Prospector Square, permit will be uploaded to our compliance system within 24 hours . All guests must have their registration completed by September 30<sup>th</sup>. Any overnight permit holders who buy a new vehicle or have updated plates must reach out to [parkprospectorsquare@interstateparking.com](mailto:parkprospectorsquare@interstateparking.com) to update their plate number once initial registration is completed, or log in to their self-serve portal to update the plate number on their permit.

Overnight permit holders will have digital permits created for their plate which will be valid during the overnight hours of 11p – 6a in designated lots. Orange stickers will not be required to park overnight moving forward as your plate will be valid. Plates will be scanned in lots to verify status of permit. Permits will be valid for 3 years.

## **NEW AND EXISTING OVERNIGHT PERMIT HOLDER INSTRUCTIONS FOR DIGITAL PERMITTING**

**Click on the following link to apply!**

**[Apply for new permit or update existing permit](https://prospectorsquare.vpcpay.com)**

**<https://prospectorsquare.vpcpay.com>**

Step 1: Click ‘Create account’ and input Name/email/desired password



### Register for Parking Permits

Register and manage parking permits here.

Create account

OR

Already have an account?

Sign in

Step 2: Select 'register/manage permits'

## Permits

PLATE	PERMIT	STATUS
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No registered permits.

Register/Manage Permits

Step 3: Select 'Click to register a permit'

# Park Prospector Square Permit Portal

[Click to register a permit](#)

## Permits (0)

FILTERS					
ALL	ACTIVE	APPROVAL NEEDED	EXPIRED/REJECTED		
PLATE	PERMIT	STATUS	HOLDER	ISSUED AT	EXPIRES AT
No permits.					

Step 4. Select 'Park Prospector Square Residential Overnight Parking Permit'

## Register for a permit

Choose a permit

**Park Prospector Square  
Residential Overnight  
Parking Permit**  
\$0.00  
NEEDS ADMIN APPROVAL

Step 5. Add vehicle information and fill out required information.

## Selected Permit

### Prospector Square - Resident Permit

\$0.00

ONE TIME - 1 YEAR

Permit for 08/27/2024 07:58 pm

## Add a vehicle

+ Add a new vehicle

## Permit registration

Permit receipts are sent to this email.

Street address

Apartment, suite, unit, building, floor, etc.

### Parking location

### Emergency contact

Register permit

Step 6. Upload proof of residency with valid Prospector Square resident address (electric bill, vehicle registration etc)

## Proof of Residency

A document of proof of residency is required to submit a vehicle permit request.

Choose file

Once submitted, Park Prospector Square will verify eligibility and process the digital permit. An email will be sent to the email on file once permit has been accepted/denied by management. No further action is required for overnight parking! New applications (not existing orange sticker holders) will be contacted by Craig at Prospector Square to process payment for specified permit as well as overnight parking policies and rules before permit can be processed.

For questions/concerns, please email  
[ParkProspectorSquare@InterstateParking.com](mailto:ParkProspectorSquare@InterstateParking.com)

